Reporting Checklist for the 2015-2016 ETH Grant Year

Reports are due to the ETH Program Manager on the 15th of each month. Email is preferred.

August 2015 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report
July Point-in-Time Follow Up Form

December 2015 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

April 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report
DV Agencies: DV CAPER Reporting Form

September 2015 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

January 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

May 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report
If Requested: CAPER & Match Reporting Form

October 2015 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

February 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report
January Point-in-Time Follow Up Form
Section 3 Report

June 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

November 2015 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

March 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report

July 2016 Reports
Payment Request
Monthly Housing Inventory Chart
ETH Data Report
Financial Closeout ETH Report

Explanation of Reporting Requirements

Payment Request:	Grantees initiate payments by completing and submitting the ETH Program Payment Request Form. Funds are drawn as reimbursement of actual reported expenditures for the approved spending categories.
Monthly Housing Inventory Chart:	A local continuum must complete a program client count for the last Wednesday of each month for all emergency shelter (including motel vouchers), transitional housing, rapid re-housing, and permanent supportive housing programs and report it on the Monthly Housing Inventory Chart (HIC). This chart will be available through a Google Drive link. This data will be required regardless of whether the program receives funding from the Division of Energy, Housing, and Community Resources (DEHCR) or participates in HMIS. It is imperative that the bed list on the census be kept up-to-date and accurate each month.
ETH Data Report:	All agencies are required to report monthly on the number of clients receiving services. All agencies must use the ETH Data Report, which is to be updated and submitted by the 15th of each month. Agencies must submit the reports for the timeframe: beginning of the contract year (7/1/2015) to the last day of the previous month. *Note: the format of this report may change after October 1, 2015 in response to HUD changes to HMIS ESG CAPER reports.*
Point-in-Time Follow Up Form:	After both the July 2015 and January 2016 Point-in-Time street count, grantees will submit a report detailing their local continuum participation in the Point in Time Count and findings. This is the only report which does not have a DEHCR mandated format. The report must detail the continua name, which areas were covered, which agencies participated in the Point-in-Time count, and the findings.
Section 3 Report:	Grantees must complete the Section 3 Report for the federal fiscal year time period from October 1-September 30. This form is available on the DEHCR website.
DV CAPER Reporting Form:	Victim services agencies must submit a copy of the DV CAPER reporting form for the period of April 1, 2015 through March 31, 2016 no later than April 15, 2016.
CAPER & Match Reporting Form:	At the request of DEHCR, agencies must submit a report detailing the demographic characteristics of clients served and of the match expended in the ESG programs for ETH 2014-15 and ETH 2015-16 for the reporting period of April 1, 2015 through March 31, 2016. If requested, this report must be submitted no later than May 15, 2016. This report will only be required if accurate data to complete the HUD CAPER cannot be obtained from the ETH Payment Request Forms or HMIS lead agency.
Financial Closeout ETH Report:	No later than 60 days after the final day of the contract, grantees will need to submit a Financial Closeout ETH Report. This form is available on the DEHCR website.